

SECTION 16 FILE FORMAT REQUIREMENTS

16-1. FILE FORMAT REQUIREMENTS: Carriers not utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS), must adhere to the file format requirements identified in this Section, when creating rate offers for submission. Rate offers received that do not conform to these format requirements will be found unacceptable. Please note, however, that this Section can provide general information to those carriers utilizing ITMS to create their rate offers.

NOTE: When the rate file is completed, it **MUST** be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

16-2. CARRIER BILLING/REPORTING RECORD FORMAT REQUIREMENTS. In addition to each carrier's header records and rate records for all rate offers filed in accordance with this RFO, all carriers must file ONE SET of the following "F Records" at the beginning of **EVERY RATE FILE** submitted to GSA. Carriers NOT utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS) must adhere to the following format requirements. The following record format requirements must be met for the ITMS to accept each carrier's rates and charges. Submissions received from carriers or Rate Filing Service Providers not conforming to record requirements will not be accepted by ITMS and the carrier will be notified as set in Section 1-2.C. of this RFO and its SFI.

A. BILLING/REPORTING RECORDS.

1. Header Record.

Record Field	Maximum Positions	Contents
Record ID	2	F1
SCAC	4	4 Digit Standard Carrier Alpha Code
Separator	1	\ [backslash]
Company Name	45	
Separator	1	\ [backslash]
Reserved	1	Enter R
Separator	1	\ [backslash]
Effective Date--YYYYMMDD	8	Must be 20030501 for Initial Filing, Must be 20031101 for Supplemental Filing
Separator	1	\ [backslash]
Taxpayer Identification Number	9	TIN assigned by the IRS to the Participant.

2. Mailing Address Record.

a. Company's Authorized Official.

Record Field	Maximum Positions	Contents
Record ID	2	F2
Authorized Government Representative	45	Name of Company's authorized official/Government contact. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

b. Company's Authorized Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	F3
Government Representative's Title	45	Title of the Company's authorized official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

c. Company's Mailing Address.

Record Field	Maximum Positions	Contents
Record ID	2	F4
Company's Mailing Address	45	Company's official mailing address. If the street address is longer than the allotted positions, you must abbreviate.

d. Company's City/State/Zip Code.

Record Field	Maximum Positions	Contents
Record ID	2	F5
Company's Mailing Address – City	45	City of Company's mailing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address – State	2	State of Company's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address- Zip Code	10	Zip Code of Company's mailing address. Use either US Postal Service five or 10 position Zipcode.

e. Company's Telephone Number/Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	F6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's authorized government official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's authorized government official.

f. Company's Internet Address.

Record Field	Maximum Positions	Contents
Record ID	2	F7
Internet Address	45	Internet address of Company's authorized government official.

g. Company's Shipment Booking Office Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	F8
Shipment Booking Office Facsimile Number	12	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA ITMS cost comparison.

3. Billing Address Record.

a. Company's Authorized Billing Official.

Record Field	Maximum Positions	Contents
Record ID	2	F9
Authorized Billing Representative	45	Name of Company's authorized billing official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

b. Company's Authorized Billing Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	FA
Government Representative's Title	45	Title of the Company's authorized billing official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

c. Company's Billing Address.

Record Field	Maximum Positions	Contents
Record ID	2	FB
Company's Billing Address	45	Company's official billing address. If the street address is longer than the allotted positions, you must abbreviate.

d. Company's Billing City/State/Zip Code.

Record Field	Maximum Positions	Contents
Record ID	2	FC
Company's Billing Address – City	45	City of Company's billing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Billing Address – State	2	State of Company's billing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Billing Address- Zip Code	10	Zip Code of Company's billing address. Use either US Postal Service five or 10 position Zipcode.

e. Company's Billing Telephone Number/Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	FD
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's authorized billing official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's authorized billing official.

f. Company's Billing Internet Address.

Record Field	Maximum Positions	Contents
Record ID	2	FE
Billing Internet Address	45	Internet address of Company's authorized billing official.

4. Company's Minority/Women-Owned Status.

Record Field	Maximum Positions	Contents
Record ID	2	FF
Minority/Women-Owned Business	1	Enter N for non-minority or non-women-owned Enter M for minority-owned Enter W for women-owned Enter B for BOTH for a minority and woman-owned.

B. EXAMPLE.

F1ABCD\YOUNG MOVING AND STORAGE\R\20030501\13-214567
 F2JOHN DOE
 F3PRESIDENT
 F41500 BANNISTER RD RM 1076
 F5KANSAS CITY\MO\64131
 F6816-823-3646\816-823-3656
 F7CYOUNG@AOL.COM
 F8816-823-5555
 F9JANE BLACK
 FAACCOUNTS RECEIVABLE REP
 FB1500 BANNISTER RD RM 1006
 FCKANSAS CITY\MO\64131
 FD816-823-1111\816-823-2222
 FEJANEBLACK@AOL.COM
 FFW

Note: Zero fills or spaces are not required; if an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

16-3. HEADER RECORDS:

A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers:

Example:

A1ABCD6G12340 20030501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A1
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	G (G for the General Offer identified in Section 8-1 B and C) N (N for the Non-Alternating SRO identified in Section 9-2 B for USPS) S (S for Alternating SRO's identified in Section 9-3 B for USPS) D (D for Non-Alternating SRO's identified in Section 10-1 B for WDC, French Camp, CA) D (D for Non-Alternating SRO's identified in Section 11-1 B for WDC, Fire Suppression) N (N for Non-Alternating SRO's identified in Section 12-1 B for Individual Federal Agencies) N (N for Non-Alternating SRO's identified in Section 13-19 B for the U.S. Mint) S (S for Alternating SRO identified in Section 14-1 B for the FAA Oklahoma) S (S for Alternating SRO's identified in Section 15-1B for Individual Federal Agencies)
Carrier Assigned Offer Number	9-12	Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If all four positions are not used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0).
SRO Agency Identifier	14-18	Use Five spaces (Space Bar) for General Offer's identified in Section 8-1 B and C Use SRO's (Agency Code) identified in Section 9-2 B for USPS Use SRO's (Agency Code) identified in Section 9-3 B for USPS Use SRO's (Service Area Code) identified in Section 10-1 B for WDC, French Camp, CA Use SRO's (Destination Service Area Code) identified in Section 11-1 B for WDC, Fire Suppression Use SRO's (Agency Code) identified in Section 12-1 B for Individual Federal Agencies Use SRO's (Agency Code) identified in Section 13-19 B for the U.S. Mint Use SRO (Agency Code) identified in Section 14-1 B for the FAA Oklahoma Use SRO's (Agency Code) identified in Section 15-1 B for Individual Federal Agencies
Effective Date - YYYYMMDD	19-26	20030501 or 20031101 (see Par.1-2.F.1. and 2.)
Carrier Name	27-61	Name of Offering Carrier. If all positions are not utilized, enter spaces (USE SPACE BAR).
TPA Code	62-67	Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Carrier's SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the carrier. The TIN MUST be provided. Tin must match the Tin in the F1 record
Filler	83-174	Empty Space

NOTE: When entering information, use all upper case letters.

B. Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies:

Example:

A2BBBS6S45670FAAOK20030501BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POS 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A2
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	G (G for the General Offer identified in Section 8-1 B and C) N (N for the Non-Alternating SRO identified in Section 9-2 B for USPS) S (S for Alternating SRO's identified in Section 9-3 B for USPS) D (D for Non-Alternating SRO's identified in Section 10-1 B for WDC, French Camp, CA) D (D for Non-Alternating SRO's identified in Section 11-1 B for WDC, Fire Suppression) N (N for Non-Alternating SRO's identified in Section 12-1 B for Individual Federal Agencies) N (N for Non-Alternating SRO's identified in Section 13-19 B for the U.S. Mint) S (S for Alternating SRO identified in Section 14-1 B for the FAA Oklahoma) S (S for Alternating SRO's identified in Section 15-1 B for Individual Federal Agencies)
Broker or Shipper Agent Assigned Offer Number	9-12	Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If all four positions are not used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0).
SRO Agency Identifier	14-18	Use Five spaces (Space Bar) for General Offer's identified in Section 8-1 B and C Use SRO (Agency Code) identified in Section 9-2 B for USPS Use SRO's (Agency Code) identified in Section 9-3 B for USPS Use SRO's (Service Area Code) identified in Section 10-1 B for WDC, French Camp, CA Use SRO's (Destination Service Area Code) identified in Section 11-1 B for WDC, Fire Suppression Use SRO's (Agency Code) identified in Section 12-1 B for Individual Federal Agencies Use SRO's (Agency Code) identified in Section 13-19 B for the U.S. Mint Use SRO (Agency Code) identified in Section 14-1 B for the FAA Oklahoma Use SRO's (Agency Code) identified in Section 15-1 B for Individual Federal Agencies
Effective Date - YYYYMMDD	19-26	20030501 or 20031101 (see Par.1-2.F.1. and 2.)
Broker or Shipper Agent Name	27-61	Name of Offering Broker or Shipper Agent. If all positions are not utilized, enter spaces (USE SPACE BAR).
TPA Code	62-67	Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Broker's/Shipper Agent's SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the Broker or Shipper Agent. The TIN MUST be provided. Tin must match the Tin in the F1 record
Filler	83-174	Empty Space

NOTE: When entering information, use all upper case letters.

C. Header Record for the Underlying Carriers Represented by a Broker or a Shipper Agent/Intermodal Marketing Company:

(THE (A3) UNDERLYING CARRIER LINE SHOULD ONLY BE USED WITH AN (A2) HEADER RECORD)

Example:

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)
A3PMVB FHYV NCHJ XMKJ Xbfd XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS RGAL (Continue for a total of 34 SCACS)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A3
SCAC	3-6	SCAC of First Underlying Carrier Represented by the Broker/Shipper Agent
Filler	7-7	Space (USE SPACE BAR)
SCAC	8-11	SCAC of Second Underlying Carrier Represented by the Broker/Shipper Agent
Filler	12-12	Space (USE SPACE BAR)
SCAC	13-16	SCAC of Third Underlying Carrier Represented by the Broker/Shipper Agent
Filler	17-17	Space (USE SPACE BAR)

REPEAT FORMATTING PROCESS UNTIL ALL UNDERLYING CARRIERS HAVE BEEN IDENTIFIED FOR A MAXIMUM OF 34 SCACS PER LINE - IF ADDITIONAL SPACE IS NEEDED, BEGIN NEXT LINE WITH A3 AND REPEAT FORMATTING PROCESS SHOWN ABOVE.

16-4. RATE RECORDS:

A. Rate Record for Rate Offers Based on a Percent of the Minimum Charge, a Percent of the Less Than Truckload, and a Percent of the Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D.

PLEASE NOTE: B1 rate records CANNOT be used for:

- Intrastate Alaska traffic identified in Section 8
- USPS traffic identified in Section 9
- Western Distribution Center French Camp, CA traffic identified in Section 10
- Western Distribution Center Fire Suppression traffic identified in Section 11
- U.S. Mint traffic Identified in Section 13

Example:

B1MOKS800-333-4444098100095 **100**
B1MOKS800-333-4444098100095 **000095080100(Continue entering % until a % has been offered for all Required Item %)**

NOTE: Rate Record MUST ALL Fit on One (1) Line.

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	B1
From/To	3-6	Origin State and Destination State.
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 090, 100. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable.
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.
Percent of Truckload	25-27	Percent of the Truckload Base Rate being Offered. Examples: 075, 108. If not offering a Percent of Truckload, enter zeros (000) to indicate Not Applicable.
Filler	28-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter three zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

B. Rate Record for Rate Offers Based on a Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D **and** Cents Per Mile for Truckload Rates when Based on a State to State Basis:

PLEASE NOTE: B2 rate records CANNOT be used for:

Western Distribution Center French Camp, CA traffic identified in Section 10
 Western Distribution Center Fire Suppression traffic identified in Section 11
 U.S. Mint traffic Identified in Section 13

Example:

B2KSCA800-555-9898099097089045000 095
B2KSCA800-555-9898099097089045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	B2
From/To	3-6	Origin State and Destination State. (or numeric codes for intra Alaska service areas, see Section 6)
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable. If using this rate records to submit truckload rates for the USPTL, enter three zeros (000).
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable. If using this rate records to submit truckload rates for the USPTL, enter three zeros (000).
Cents Per Mile Truckload	25-27	Cents per Miles offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile).
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge must be entered if a cents per mile offer is entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

C. Rate Record for Rate Offers Based on a Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D and Cents Per Mile for Truckload Rates when Applied Based on a Mileage Scale and not a State to State Basis as in 13-3.B., above:

PLEASE NOTE: B3 rate records CANNOT be used for:

- USPS traffic identified in Section 9
- Western Distribution Center French Camp, CA traffic identified in Section 10
- Western Distribution Center Fire Suppression traffic identified in Section 11
- U.S. Mint traffic Identified in Section 13

Example:

B3MNIL800-454-000007908109504750000010100000095080100(Continue entering % until a % has been offered for all Required Item %)
B3MNIL800-454-0000079081090049000001010200100095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	B3
From/To	3-6	Origin State and Destination State. (or numeric codes for intra Alaska service areas, see Section 6)
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 094, 105. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable. (See Note Below)
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 078, 103. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable. (See Note Below)
Cents Per Mile Truckload	25-27	Cents per Miles offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile).
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge must be entered if a cents per mile offer is entered.
Beginning Mileage	34-37	Mileage at which the Cents per Mile rate begins. Example: 0000 (for 0 miles), 0100 (for 100 miles). See Contents for positions 38-41 below for further explanation.
Ending Mileage	38-41	Mileage at which the Cents per Mile rate ends. Example: 0050 (for 50 miles), 0200 (for 200 miles). Using the beginning mileage of 0000 and an ending mileage of 0050 with a cents per mile rate of 097 (\$0.97) would indicate that for any shipments moving from the origin/destination identified in positions 3-6 that was between 0 and 50 miles, it would be rated at \$0.97 cents per mile. If firm wants to enter rates for the same origin/destination states at different mileage breaks (say 0051 to 0100), then it would have to create another B3 record.
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **. (See Note Below)

Please Note: When filing multiple B3 rate records for the same origin/destination pair to indicate different mileage scales, the same percent of Minimum Charge and the same percent of Less Than Truckload must be offered for the same origin/destination pair. In addition, only one (1) set of Required Item Percentages can be offered for the same origin/destination pair. If there are differences between rate records, GSA will accept the first reference in each instance applicable and will copy that reference to all other applicable references.

D. Rate Record for Rate Offers Based on a Flat Dollars and Cents Charge Per Truckload:

PLEASE NOTE: B4 rate records CANNOT be used for:

- Intra Alaska traffic identified in Section 8
- Western Distribution Center French Camp, CA traffic identified in Section 10
- Western Distribution Center Fire Suppression traffic identified in Section 11
- U.S. Mint traffic Identified in Section 13

Example:

B4ILIN800-499-0099 055000 0001010000095080100(Continue entering % until a % has been offered for all Required Item %)
B4MOMN800-499-0099 047500 095

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	B4
From/To	3-6	Origin State and Destination State.
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Filler	19-27	Spaces (USE SPACE BAR)
Flat Charge Per Truckload	28-33	A flat dollar and cents charge offered for a truckload shipment. Example: 090000 (for \$900.00), 120000 (for \$1,200.00)
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

E. The C2 rate record MAY ONLY be utilized if submitting BOTH of the two (2) rate types identified below.

Percent of the Minimum Charge identified in the 1000-D; and
 Percent of the Less Than Truckload identified in the 1000-D.

PLEASE NOTE: Rate Records of C type CAN only be used for Western Distribution Center Sections 10 and 11.

C2 Rate Records CAN only be used for:

Western Distribution Center French Camp, CA traffic identified in Section 10

The C2 rate record MAY NOT be utilized to submit rate offers for WDC/Concord, CA (19) or WDC/DLA (Tracy, CA) (21):

Example:

C20000800-555-9898099097
 C20000800-555-9898099097

095
 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C2
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C2 rate record, a Percent of Minimum Charge must be entered.
Percent of Less-Than-Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C2 rate record, a Percent of the Less Than Truckload must be entered.
Filler	25-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

F. The C3 rate record MAY ONLY be utilized if submitting BOTH of the two (2) rate types identified below.

Truckload offer stated as a cost in cents per mile per vehicle used; and
Truckload Minimum Charge per vehicle used.

PLEASE NOTE: Rate Records of C type CAN only be used for Western Distribution Center Sections 10 and 11.

C3 Rate Records CAN be used for:

Western Distribution Center French Camp, CA traffic identified in Section 10
Western Distribution Center Fire Suppression traffic identified in Section 11

The C3 rate record MAY NOT be utilized to submit rate offers for WDC/Concord, CA (19) or WDC/DLA Tracy, CA (21):

Example:

C30000800-555-989800000090045000 095
C30000800-555-989800000101050000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C3
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Filler	19-24	Use zeros (000000)
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C3 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C3 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

G. The C4 rate record MAY ONLY be utilized if submitting ALL of the rate types identified below.

Percent of the Minimum Charge identified in the 1000-D;
 Percent of the Less Than Truckload identified in the 1000-D;
 Truckload offer stated as a cost in cents per mile per vehicle used; and
 Truckload Minimum Charge per vehicle used.

PLEASE NOTE: Rate Records of C type CAN only be used for Western Distribution Center Sections 10 and 11.

C4 Rate Records CAN only be used for:

Western Distribution Center French Camp, CA traffic identified in Section 10

The C4 rate record MAY NOT be utilized to submit rate offers for WDC/MOTBA Concord, CA (19) or WDC/DLA Tracy, CA (21):

Example:

C40000800-555-9898099097099045000 095
 C40000800-555-9898099097099045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C4
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C4 rate record, a Percent of Minimum Charge must be entered.
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C4 rate record, a Percent of Less Than Truckload must be entered.
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C4 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C4 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

H. The C5 rate record MAY ONLY be utilized if submitting the rate type identified below.

Flat Dollars and Cents Charge Per Truckload;

PLEASE NOTE: Rate Records of C type CAN only be used for Western Distribution Center Sections 10 and 11.

C5 Rate Records CAN only be used for:

Western Distribution Center French Camp, CA traffic identified in Section 10

The C5 rate record MAY ONLY be utilized to submit rate offers for WDC/MOTBA (Concord, CA) (Destination Service Area Code 19) and WDC/DLA (Tracy, CA) (Destination Service Area Code 21):

Example:

C50000800-555-9898000000000020000 098
 C50000800-555-9898000000000025000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C5
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Filler	19-27	Enter zeros (000000000)
Flat Charge Per Truckload	28-33	A flat dollar and cents charge offered for truckload shipment. Example: 020000 (for \$200.00)
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

I. Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D **and/or** Cents Per Mile for Truckload Rates with a Truckload Minimum Charge.

PLEASE NOTE: Rate Type M2 CAN only be used for The U.S. Mint Section 13.

1. Truckload Rates for Minor Coin Shipments Originating from the U.S. Mints (Denver, CO and Philadelphia, PA) to one of the FRBs (see Enclosure 1). Enter your Cents Per Mile rate in Position 25 – 27 and your Minimum Truckload Charge in Positions 28 – 33. If you do not want to submit a Truckload rate offer, enter zeros in Positions 25 – 27 and 28 – 33. Offering only TL rate offer for minor coin shipments originating from the U.S. Mint. Leaving LTL positions zero filled indicates you do not want to ship empty pallets back to the originating U.S. Mint. (Example a)

2. Less Than Truckload Rate Offers for Empty Pallet Shipments Originating from the FRBs (see Enclosure 1) back to the U.S. Mints (Denver, CO and Philadelphia, PA). Enter your Percent of Minimum Charge in Positions 19 – 21 and your Percent of Less Than Truckload in Positions 22 – 24. If you do not want to submit a LTL rate offer, enter zeros in Positions 19 – 21 and 22 – 24. Offering only LTL rate offer for the return of empty pallets to the identified U.S. Mint. Leaving the TL positions zero filled indicates you do not want to ship minor coin shipments originating from the identified U.S. Mint. (Example b)

3. TSP’s wanting to provide BOTH TL offers for the shipment of minor coins and LTL offers for the return of empty pallets should complete Positions 19 – 33. Offering Both TL rate offers for minor coin shipments originating from the U.S. Mint and LTL rate offers for the return shipment of empty pallets back to the originating U. S. Mint. (Example c)

Please Note: The Required Item Percentages requested in Positions 42 – 174 **MUST** be offered; however, when billing for services provided you **may not** bill for those accessorial services identified as required for a specific FRB (see Enclosure 1 for required accessorial services) These charges **MUST** be included in your transportation line-haul rate and cannot be double billed

Examples:

- a. M2COBB800-555-9898000000089045000 095
- b. M2COBA800-555-9898099097000000000 095
- c. M2COBA800-555-9898099097089045000 095

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	M2
From	3-4	Must be either: CO for the Mint in Denver, CO; or PA for the Mint in Philadelphia, PA
To	5-6	Must be the two digit Destination Code of one of the Federal Reserve Banks identified in Enclosure 1
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. A Percent of Minimum Charge must be entered if a Percent of Less than Truckload is entered.
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If not offering a Cents Per Mile, enter zeros (000) to indicate Not Applicable.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge must be entered if a cents per mile offer is entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, TSPs are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

16-5. RATE OFFER EXAMPLES:

A. Example of multiple rate offers being sent as one (1) file:

F1ABCD\ABC MOVING AND STORAGE\R\20030501\13-214567

F2JOHN DOE

F3PRESIDENT

F41500 BANNISTER RD RM 1076

F5KANSAS CITY/MO/64131

F6816-823-3646\816-823-3656

F7CYOUNG@AOL.COM

F8816-823-5555

F9JANE BLACK

FAACCOUNTS RECEIVABLE REP

FB1500 BANNISTER RD RM 1006

FKANSAS CITY/MO/64131

FD816-823-1111\816-823-2222

FEJANEBLACK@AOL.COM

FFW

A1ABCD6G12340 20030501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

B1MOKS800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)

B1MOMO800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)

B1MOIN800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)

A1ABCD6N89120USPCN20030501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

B4KSTX800-333-4444 050000 098

B4KSAR800-333-4444 050000 098

A1ABCD6D89120CDC0120030501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174

C30000800-555-9898000000089045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

A1ABCD6D89120WDCGA20030501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174

C30000800-333-4444000000089045000 095

A1ABCD6D89120BOCIN20030501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174

B2INMA800-333-4444000000089045000 095

B2INMI800-333-4444000000089045000 095

A1ABCD6S45670FAAOK20030501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

B2OKMO800-333-4444000000089045000 095

B2OKKS800-333-4444000000089045000 095

B2OKMN800-333-4444000000089045000 095

A1ABCD6N12340USMCO20030501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

M2COBB800-333-4444091094089045000 095

M2COEJ800-333-4444091094089045000 095

M2COQL800-333-4444091094089045000 095

A1ABCD6N45670USMPA20030501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

M2PABB800-333-4444000000089045000 095

M2PAEJ800-333-4444000000089045000 095

M2PAQL800-333-4444000000089045000 095

B. Examples of multiple rate offers being sent as separate rate files:

1. First Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20030501\18-316567
F2JANE DOE
F3PRESIDENT
F41440 Jane DOE RD RM 1076
F5KANSAS CITY/MO/64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1440JANE DOE RD RM 1006
FCKANSAS CITY/MO/64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFB
A2BBBB6G12340 20030501BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(POSITIONS 83-174 FILLER)
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)
B1MOKS800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)
B1MOMO800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)
B1MOIN800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)

2. Second Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20030501\18-316567
F2JANE DOE
F3PRESIDENT
F41440 Jane DOE RD RM 1076
F5KANSAS CITY/MO/64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1440JANE DOE RD RM 1006
FCKANSAS CITY/MO/64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFB
A2BBBB6D12340CDC0220030501BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(83-174 FILLER)
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)
C20000800-555-9898099097 000095080100(Continue entering % until a % has been offered for all Required Item %)

3. Third Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20030501\18-316567

F2JANE DOE

F3PRESIDENT

F41440 Jane DOE RD RM 1076

F5KANSAS CITY/MO/64131

F6816-823-3646\816-823-3656

F7CYOUNG@AOL.COM

F8816-823-5555

F9JANE BLACK

FAACCOUNTS RECEIVABLE REP

FB1440JANE DOE RD RM 1006

FCKANSAS CITY/MO/64131

FD816-823-1111\816-823-2222

FEJANEBLACK@AOL.COM

FFB

A2BBBB6D12340WDC0220030501BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(83-174 FILLER)

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)

C30000800-555-989800000089045000 095

4. Fourth Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20030501\18-316567

F2JANE DOE

F3PRESIDENT

F41440 Jane DOE RD RM 1076

F5KANSAS CITY/MO/64131

F6816-823-3646\816-823-3656

F7CYOUNG@AOL.COM

F8816-823-5555

F9JANE BLACK

FAACCOUNTS RECEIVABLE REP

FB1440JANE DOE RD RM 1006

FCKANSAS CITY/MO/64131

FD816-823-1111\816-823-2222

FEJANEBLACK@AOL.COM

FFB

A2BBBB6D12340WDCCA20030501BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(83-174 FILLER)

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)

C30000800-555-989800000089045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

5. Fifth Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20030501\18-316567

F2JANE DOE

F3PRESIDENT

F41440 Jane DOE RD RM 1076

F5KANSAS CITY/MO/64131

F6816-823-3646\816-823-3656

F7CYOUNG@AOL.COM

F8816-823-5555

F9JANE BLACK

FAACCOUNTS RECEIVABLE REP

FB1440JANE DOE RD RM 1006

FCKANSAS CITY/MO/64131

FD816-823-1111\816-823-2222

FEJANEBLACK@AOL.COM

FFB

A2BBBB6N12340USMCO20030501BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(83-174 FILLER)

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)

M2COBB800-333-4444091094089045000 095